



Iowa Department of Natural Resources Professional Development Assistance Program Application and Guidelines

GENERAL INFORMATION

The Professional Development Assistance Program provides small forgivable loans to assist in the training, awareness, and development of Iowa's solid waste professionals and educators relative to solid waste related issues facing the State of Iowa.

This document provides the guidelines, instructions, and application forms relating to the Professional Development Assistance Program. This document is also available for download at the following web address: www.iowadnr.com/waste/financial/pda.html

Applicant Eligibility:

Eligible applicants include any unit of local government, public or private group, business, or individual with an interest in or having responsibility for recycling and/or solid waste management in Iowa. Eligible applicants must be in compliance with all applicable Department statutes and regulations at the time proposals are submitted to the Department and when the Department awards funds. The applicant must also be current and in good standing with regard to any existing Solid Waste Alternatives Program contracts they may hold.

The goal of the Professional Development Assistance Program is to provide small financial awards to assist in the development and delivery of technical assistance, public awareness, continuing education and other adult professional improvement opportunities in the areas of minimizing solid waste generation and increasing landfill diversion.

More specifically, the Professional Development Assistance Program is targeting the development and implementation of solid waste related programs for elected officials, business leaders, educators, solid waste and/or recycling professional, and Iowa citizens in general with strategic learning opportunities to understand solid waste issues, understand their options in managing solid waste, and understand what roles they can play in reducing, recycling, and reusing valuable natural resources. Examples of waste reduction/reuse/recycling projects eligible for funding through the Professional Development Financial Assistance Program include, but are not limited to, the development and delivery of:

- Workshops
- Training
- Conferences
- Curriculum delivery to education professionals

Also eligible for funding is registration and travel to solid waste related workshops, training, conferences, or similar events under the following conditions:

- Funding for this type of request is limited to governmental agencies, public institutions, and non-profit agencies;
- Funding is limited to one person from the requesting agency
- Funding is limited no more than two (2) persons per workshop, training, conference or similar event;
- Funding is limited to one workshop, training, conference or similar event per state fiscal year per person;

Applicants receiving funding for the above purpose will be contracted to provide a formal presentation, provide technical assistance, public awareness, continuing education or other adult professional improvement opportunities or develop and implement a solid waste related project or program or other equivalent activity as identified in the proposal and subsequent contract. For presentations or other equivalent activities, the presenter must provide materials for those in attendance corresponding to the subject being presented to enhance their learning experience.

Proposal:

Proposals for financial assistance must be made through the Energy and Waste Management Bureau and must use the application forms and format provided in this booklet. Applicants must follow instructions contained herein and provide all requested information. Required forms are found in Appendix A.

Photocopies of the application forms are acceptable. Proposals submitted via facsimile and e-mail attachment are not eligible for consideration. An original plus two (2) copies of the fully completed proposal must be submitted to the Energy and Waste Management Bureau in accordance with Proposal Submission Guidelines described below.

Proposals submitted for financial assistance consideration are not guaranteed funding. Financial assistance offers may be less than the full amount requested by the applicant. The Department reserves the right to offer a forgivable loan or zero interest loan assistance, in whole or in part, to applicants for any project submitted.

Proposals are considered public information and are available for review upon request.

PROPOSAL SUBMISSION GUIDELINES

Proposals are accepted on an open basis throughout the year and will be reviewed upon submission of the completed application. Your proposal should contain sufficient detail for reviewers to visualize the project in its entirety. Applicants must:

- Submit an original plus two (2) copies of the fully completed proposal.
- Utilize forms contained in this booklet or photocopies thereof.
- Not exceed three (3) single-spaced pages of text (Form B). If double sided, each side constitutes a page.
- Typed proposals with text no smaller than 12-point type.
- Margins must be at least ½ inch wide.
- Staple proposals in the upper left-hand corner, and be otherwise unbound.

Encouraged, but not required:

- Use of recycled content paper and double-sided printing
- Letters of support from community partners (not counted as part of the Project Narrative (Form B))

Proposal Outline:

Proposals must be presented in the order identified below.

Proposal Cover Sheet - Form A (attached)

Proposal Narrative - Form B (attached) – text not to exceed three (3) pages

Proposal Timeline – Form C (attached)

Proposal Budget - Form D (attached)

Applicants are encouraged to contact your local solid waste agency and comprehensive solid waste planning area contact to discuss your proposal and seek partnerships.

A review committee comprised of staff from the Department of Natural Resources or their designee will conduct the review of proposals. The review committee evaluates each application based on the criteria identified in this application booklet and the completeness of all application forms. Application review and selection process is conducted as follows:

Proposals

- Proposals will be reviewed upon submission, unless otherwise announced by the Department.
- Review committee members individually and jointly evaluate the submitted proposal. If a proposal is determined to be incomplete, the review committee may reject the proposal.
- Based upon review of proposals, additional information may be requested for projects meriting further consideration.
- Proposals must achieve a minimum average reviewer evaluation score of 75 out of a total 100 points to be eligible for funding. Proposals achieving this threshold will then be further evaluated and selected for funding at the discretion of the Department. Achieving an average reviewer evaluation score of 75 does **not** guarantee funding.
- Applicants not selected for financial assistance will be notified as soon as possible after recommendations have been made.

Additional Information

The Department may request additional information from applicants after reviewing the proposal. If additional information is requested, a time frame within which the Department must receive this information will be included. The proposal may be rejected if requested information is not submitted by the stated deadline and in the absence of a time extension agreed to by the Department. Review of any additional information will be conducted before final funding recommendations are made. A request for additional information **does not** guarantee funding.

Review Committee Recommendations

- Applicants will be contacted as soon as recommendations are finalized. Those applicants receiving awards will work with the Department to finalize and sign a contract for their project.

Application Submittal and Award Timetable:

- Proposals accepted and reviewed as received throughout the year
- Additional information may be requested
- Review of subsequent information
- Funding recommendations concluded
- Funds available upon an executed contract

The length of time from proposal review to fund availability will vary, but it is estimated to be approximately 4-6 weeks.

Project Cost Share Requirements:

Applicants are required to provide a **minimum of 25 percent (25%) cash match** for all budget line items in which Professional Development Assistance Program funds will be requested. Cash match cannot utilize other funds previously awarded through the Solid Waste Alternatives Program.

Registration and Travel Requests

Applicants requesting funding assistance for professional development through attending workshops, training, conferences, and similar events are eligible to receive:

- Fifty percent (50%) of registration fees, travel, lodging, and meals at a rate not to exceed the state employee rates at the time of the workshop, training, conference or similar event;
- Funding shall not exceed \$2,500;

Eligible and Ineligible Expenses:

Eligible Expenses

Applicants may request financial assistance in the implementation and operation of a project that includes, but is not limited to, the following:

1. Development, printing and distribution of educational materials;
2. Development, printing and distribution of marketing or promotional materials;
3. Speaker fees;
4. Associated speaker per diem (not to exceed state travel allowance rates);
5. Facility rental
6. Registration fees, travel, lodging and meals for solid waste related conference, training, workshop or similar event

Ineligible Expenses

Financial assistance shall not be provided or used for costs including, but not limited to, the following:

1. Food/catering costs;
2. Staff time/salaries for prep or delivery;
3. Overhead expenses;
4. Indirect costs;
5. Contingency funds;
6. Proposal preparation;
7. Contractual project administration;
8. Costs for which payment has or will be received under another federal, state or private financial assistance program; and
9. Costs incurred before a written agreement has been executed between the applicant and the department.
10. Funding to attend a workshop, training, conference or similar event that is supported in full or in part by the Solid Waste Alternatives Program.

Financial Assistance Type:

Financial assistance awards will be administered in the form of a forgivable loan. The maximum award amount will be capped at **\$2,500**. Annually, no more than 5% of overall Solid Waste Alternative Program funds will be granted through the Professional Development Assistance fund.

Forgivable loans will be forgiven only after the applicant has completed activities as outlined in the executed written agreement. If the Department determines the project has not met project outcomes or provided project deliverables as agreed upon with the applicant the Department has the right to require repayment of any or all outstanding Solid Waste Alternatives Program financial obligations awarded. If the applicant fails to remedy the identified shortcomings within a specified period of time, the Department also has the right to require repayment of any or all outstanding Solid Waste Alternatives Program financial obligations awarded to the applicant. In both cases, future eligibility for funding may be forfeited.

Award Disbursement and Contract Requirements:

Funds will be released on a **reimbursement basis** after a correctly completed state claim voucher, expense sheet, and supporting documentation (i.e. invoice, purchase order) has been received by the Department. **Project costs incurred prior to an executed contract or costs not identified in the contract budget are ineligible for reimbursement.**

If at the time of the contract meeting, the applicant negotiates to substantively alter the project as originally proposed including any additional funding requests, the Department at its sole discretion may rescind any financial assistance offer. Projects selected to receive financial assistance must be initiated within six months from the date of the funding offer. If the project is not initiated within this time frame, the Department may rescind any financial assistance offer in the absence of a prior written agreement between the Contractor and the Department.

The Department reserves the right for two (2) staff persons to attend any project/event funded through the Professional Development Assistance Program at no cost.

Department of Natural Resources Contact:

For questions regarding the Professional Development Assistance Program, please contact:

Iowa Department of Natural Resources	
Energy & Waste Management Bureau	Jennifer Reutzel 515-281-8672
Wallace State Office Building	jennifer.reutzel@dnr.state.ia.us
502 East Ninth Street	OR
Des Moines, Iowa 50319	Tom Anderson 515-281-8623
FAX: 515-281-8895	tom.anderson@dnr.state.ia.us

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EVALUATION CRITERIA

All proposals will be reviewed based on the applicant's thoroughness in addressing identified evaluation criteria. Points assigned to the evaluation criteria for each project type total 100 points. Applicants must achieve an average point score of 75 points or higher to be eligible for funding determined by the average scores of the review committee. Proposals achieving this threshold will then be further evaluated and selected for funding at the discretion of the Department. Achieving an average reviewer evaluation score of 75 points or higher does **not** guarantee funding. The review committee shall evaluate each proposal and determine its merits based on the following criteria:

1. Project Description – 0 Points

- Briefly describe the proposed event/project

2. Project Need – 10 Points

- Project/event service area and relevance to the state of Iowa;
- Describe targeted population/audience (including size, relationship between target audience and proposed event, etc.) and your goals in delivering the proposed event;
- Describe how the formal presentation or other equivalent activity will be delivered; and
- Describe the solid waste issues to be addressed and how/why this issue is important to the State of Iowa

3. Project Objectives and Participation – 30 Points

- Describe project objective and goals;
- Describe project applicant's relevant experience and role in the project, including past outreach development and delivery experience and the measurable outcomes of such; and
- Describe the method(s) to be used in delivering the key messages to your audience

4. Project Impact – 60 Points

- Describe if and how this project addresses the Department's targeted Solid Waste Alternative Program waste streams for the current fiscal year;
- Describe how this program is unique in terms of training or information that is currently offered or recently offered in Iowa;
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- Describe the significant and continuing impact of this project in terms of long-term effects and behavioral changes that will stem from the project/event; and
- Describe planned project follow-up and evaluation to gauge event impact toward long-term effects and/or behavior changes

APPENDIX A

Proposal Forms

FORM A

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

Project Title:		
Applicant Name:		
Street Address:		
City/State/Zip:		
Mailing Address (if different):		
P.O. Box:		
City/State/Zip:		
Federal ID Number:		
County:		
Contact Person:		
Telephone Number:		
E-mail Address:		
Applicant Type:		
<input type="checkbox"/> Local Government	<input type="checkbox"/> Private For Profit	<input type="checkbox"/> Private Not For Profit
Primary Project Type:		
<input type="checkbox"/> Best Practices	<input type="checkbox"/> Education	<input type="checkbox"/> Market Development
Amount of Funding Requested:	\$	
Amount of Applicant Match Committed:	\$	
Total Project Cost:	\$	
Facility Location:		
Project Service Area Description:		
Signature:		
Title:	Date:	

FORM B

PROJECT NARRATIVE – NOT TO EXCEED 3 PAGES OF TEXT

DO NOT WRITE ON THIS PAGE – INFORMATIONAL PURPOSES ONLY

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

Follow outline – use headings

On a separate sheet of paper(s), address the following evaluation criteria in 2 pages or less:

1. Project Description – 0 Points

- Briefly describe the proposed event/project

2. Project Need – 10 Points

- Project/event service area and relevance to the state of Iowa;
- Describe targeted population/audience (including size, relationship between target audience and proposed event, etc.) and your goals in delivering the proposed event;
- If requesting travel or conference registration assistance, describe relevance to you and others in the state. Include a copy of the conference agenda and session information.
- Describe how the formal presentation or other equivalent activity will be delivered; and
- Describe the solid waste issues to be addressed and how/why this issue is important to the State of Iowa

3. Project Objectives and Participation – 30 Points

- Describe project objective and goals;
- Describe project applicant's relevant experience and role in the project, including past outreach development and delivery experience and the measurable outcomes of such; and
- Describe the method(s) to be used in delivering the key messages to your audience

4. Project Impact – 60 Points

- Describe if and how this project addresses the Department's targeted Solid Waste Alternative Program waste streams for the current fiscal year;
- Describe how this program is unique in terms of training or information that is currently offered or recently offered in Iowa;
- Describe the opportunities for leverage for this project including additional business, organization or government partnerships that are a part of this project/event
- Describe the significant and continuing impact of this project in terms of long-term effects and behavioral changes that will stem from the project/event; and
- Describe planned project follow-up and evaluation to gauge event impact toward long-term effects and/or behavior changes

- If a travel or registration request, describe how the information/knowledge/experience gained will be presented to interested parties and what the intended results will be.

FORM C

PROJECT TIMETABLE

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

Applicant Name: _____

Task or Activity	Beginning Date For Each Task	Ending Date For Each Task	Group/Person Responsible

FORM D

BUDGET SUMMARY SHEET

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

Applicant Name: _____

ITEM AND QUANTITY	DNR REQUEST	LOCAL SHARE	TOTAL COST
Applicants shall submit a budget narrative that details specific expenditures and their role in the project.			

Note: Follow guidelines closely regarding the maximum amount of funding assistance possible for each expenditure involving program funds. All eligible expenses will be funded at no more than 75%, applicants are required to provide a 25 percent match of the total project cost.

In the case of registration and travel requests related to attending conference, training, workshop or similar events, funding shall not exceed 50% of the cost and shall not exceed the current state employee rates for travel up to a maximum of \$2,500.

When completing Form D, clearly identify **existing** local match items directly related to the project from local match items where financial assistance will not be requested.